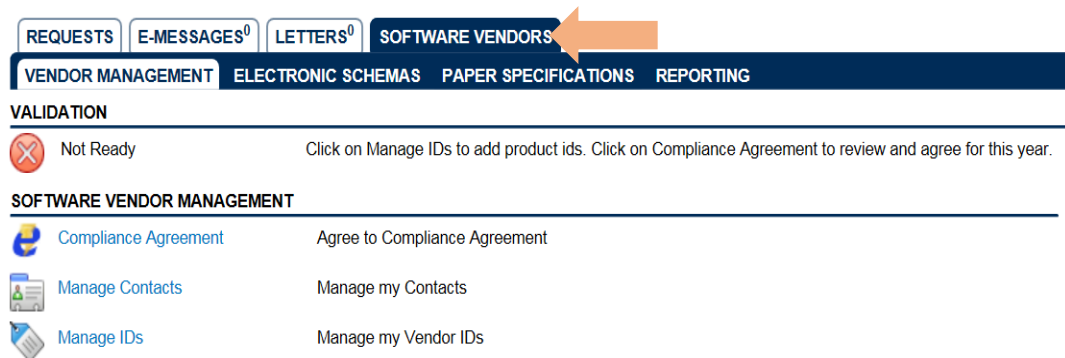


The following documentation provides information on managing IDs via the Georgia Tax Center.

### Manage IDs for your Account


1. Log onto the GTC website (<https://gtc.dor.ga.gov>). Click on the **SOFTWARE VENDORS** tab.




REQUESTS E-MESSAGES<sup>0</sup> LETTERS<sup>0</sup> **SOFTWARE VENDORS**


VENDOR MANAGEMENT ELECTRONIC SCHEMAS PAPER SPECIFICATIONS REPORTING


**VALIDATION**

 Not Ready Click on Manage IDs to add product ids. Click on Compliance Agreement to review and agree for this year.

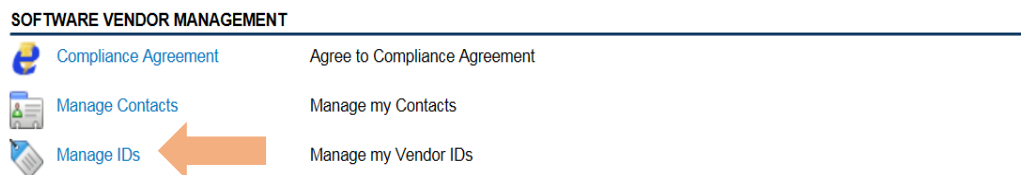
**SOFTWARE VENDOR MANAGEMENT**

 [Compliance Agreement](#) Agree to Compliance Agreement


 [Manage Contacts](#) Manage my Contacts


 [Manage IDs](#) Manage my Vendor IDs


2. Click the **Manage IDs** link in the **SOFTWARE VENDOR MANAGEMENT** section.



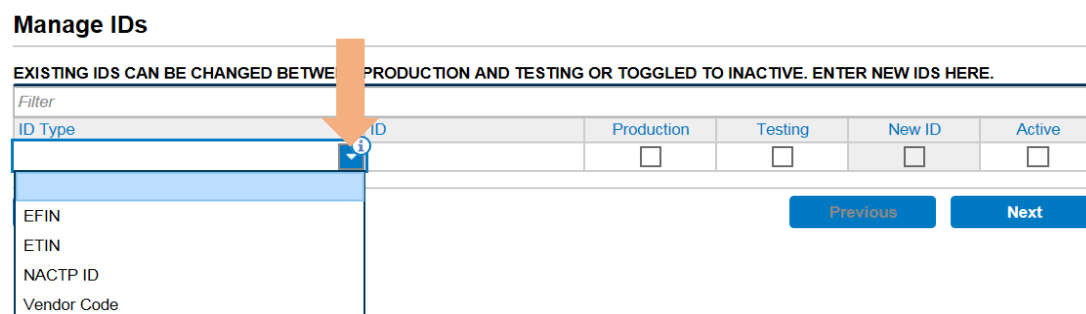
**SOFTWARE VENDOR MANAGEMENT**

 [Compliance Agreement](#) Agree to Compliance Agreement

 [Manage Contacts](#) Manage my Contacts

 [Manage IDs](#) Manage my Vendor IDs

3. Click in the field **ID Type** and complete EFIN and ETIN choices, if you are a MeF vendor. If you are a paper vendor, enter your Vendor Code provided to you by GA DOR. Click **Next**. Click the field ID Type and select the type of ID you are entering. Paper Vendors – enter the Vendor Code that has been assigned to you by the GADOR. MeF Vendors – when entering the EFIN and ETIN you must specify if the ID is a Production ID or Test ID. When you have finished entering all of your IDs click the **Next** button.



**Manage IDs**

EXISTING IDS CAN BE CHANGED BETWEEN PRODUCTION AND TESTING OR TOGGLED TO INACTIVE. ENTER NEW IDS HERE.

Filter

| ID Type   | ID | Production               | Testing                  | New ID                   | Active                   |
|---|----|--------------------------|--------------------------|--------------------------|--------------------------|
| <div>EFIN<br/>ETIN<br/>NACTP ID<br/>Vendor Code</div> |    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

[Previous](#) [Next](#)

- IDs cannot be deleted. To deactivate an ID, remove the checkmark under the Active column for that particular ID

- IDs cannot be duplicated. If the production and testing IDs for an EFIN or ETIN are the same, only one can be registered at a time.
- Note: If you are a member, add your NACTP ID.

| ID Type     | ID     | Production               | Testing                             | New ID                              | Active                              |
|-------------|--------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| EFIN        | 121212 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| ETIN        | 12121  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Vendor Code | 214    | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

3 Rows

- This is the Review screen. Please verify that all of your entries are correct then click the **Submit** button.

1. Manage IDs 2. Review

### Review

REVIEW HIGHLIGHTED CHANGES

| ID Type     | ID     | Production               | Testing                             | New ID                              | Active                              |
|-------------|--------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| EFIN        | 713322 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| ETIN        | 20165  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Vendor Code | 255    | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

3 Rows

- Provide your password, click **Yes** in the new dialogue box.

You are about to submit a request. A completed request does not mean the requested changes have been made; rather it means your request was received by the system and is awaiting approval. Not all requests are approved.

Are you sure you want to submit this request?

Password 
Required

Next you will receive a confirmation for your Managed IDs with a Pending status. Click **Ok**.

- Note: Your account should update within 15 minutes.
- Note: If you need to add, change or deactivate an ID, you can click on Managed IDs. To deactivate an ID, click on the "Active" box so that it becomes blank. The next screen will highlight any lines that you made changes on, **Submit** your changes.